

## How to Submit LMC Training/Facilitation through Public Portal

## 1. Click on 'Forms'

Subscribe to Montana Arbitrator's Association Email Updates

+ Current Board Members

- Forms

- Previous Meeting Information

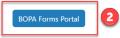
- Roster of Arbitrators

Employment Standards Division

Board of Personnel Appeals
Decisions Search

## 2. Click on 'BOPA Forms Portal' Button

- Forms



You may select the BOPA Forms Portal button to submit requests for the following:

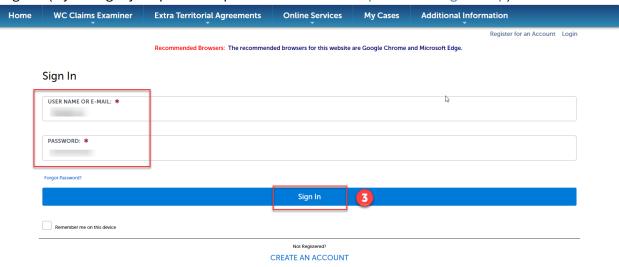
- Mediation
- Arbitration
- Factfinding
- Interest Based Bargaining Training and Facilitation
- Affinity Training and Facilitation
- Labor Management Commitee Training and Facilitation
- Classification Appeal
- Non-Union Grievance

You will be prompted to create a user account. Once this account has been created, you will have the option to submit a request.

Employment Standards Division

Board of Personnel Appeals

Board of Personnel Appeals Decisions Search 3. Sign into your account on the portal by entering in your username and password then click 'sign in' (if you forgot your password please click the link <a href="https://okta.mt.gov/Help">https://okta.mt.gov/Help</a>)



4. Once you have successfully signed in, you will want to click on 'Online Services' dropdown menu from the top banner and select 'Collective Bargaining'





5. Click the check box below the General Disclaimer to confirm you have read and accepted the terms and then click Continue

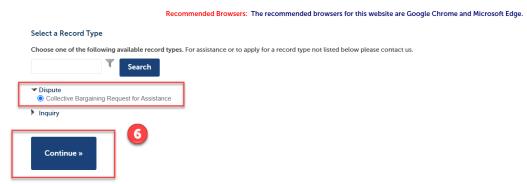
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

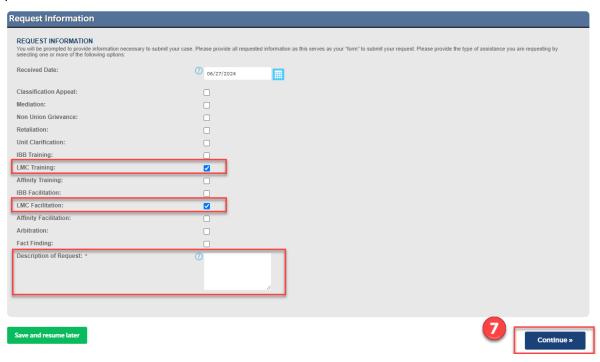
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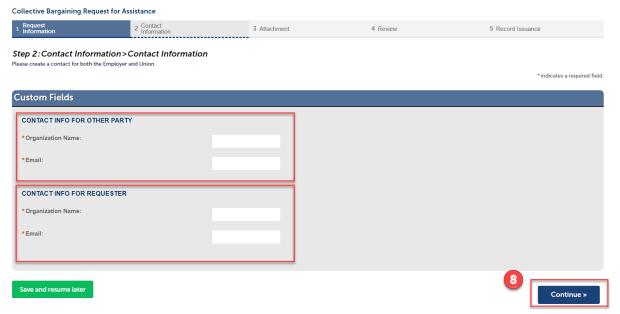
6. Click on 'Dispute' check the box 'Collective Bargaining Request for Assistance' and the 'Continue'



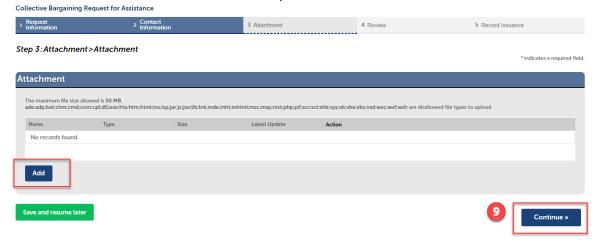
7. Click the box next to LMC Training and/or Facilitation, add a description in the text box provided and click 'Continue'



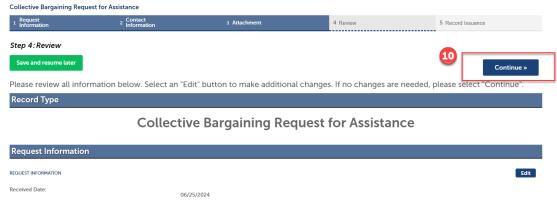
8. You will then be asked to enter your name and email address as well as the name and email address for the other party. You may enter the information and then click 'Continue'



9. Next, you will have the opportunity to add any attachments you would like to include and then click 'Continue' to move to the next step.



10. You will then have the opportunity to review the information you submitted and make sure it is correct. If all information is correct, you may click "Continue" to move to the next step.



11. Once you have verified the information is correct and clicked "Continue" you should receive a confirmation screen indicating your case has been created. Word

